

## **Internal Use Only**

### **Narrative Business Outreach Form**

The Business Outreach Form will be used by staff only. This form is designed to give staff a guidance tool on how to approach employers and present the same One-Stop Concept. The form provides general questions that staff will need to ask the employer in order to provide quality service. The staff will need to use this as a business assessment tool to serve the employer.

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## BUSINESS OUTREACH FORM



Date of Contact \_\_\_\_\_

Name of Contact \_\_\_\_\_ Position \_\_\_\_\_

Name of Business \_\_\_\_\_ FEIN# \_\_\_\_\_

Street Address \_\_\_\_\_

Corporate Location ☐ Branch Location ☐

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

Does your company have any contracts with the federal government? ☐ yes ☐ no

Do you have collective bargaining rights? ☐ yes ☐ no

Preparation for the contact or additional information (including size of company, type of workers, information, summary of what business would like from the Career Center System)

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**Suggestion questions:**

**Would you like more information and resources about the following services?**

**How you can get your job openings in front of job seekers across the state at no cost to you?**

**How you can use the services of a professional staff to pre-screen your applicants at no cost?**

**How you can hire people and receive up to 50% their salary paid during their training period?**

**Would you like more information about Veteran's Programs?**

**Human Resources:**

- Recruiting
- Hiring Initiatives
- Pre-Screening
- New Employee subsidy-based information
- Training and retention of new and /or incumbent employers

**GreatHires**

- Advertise job openings statewide and nationwide at no cost
- Update of current GreatHires records
- Training on Greathires.org

**Local, Regional, State and National Labor Market Data**

- Wage and Salary information
- Unemployment static's
- Occupational and industry data
- Tax credit programs

**Labor Laws**

- FMLA
- Workers Compensation
- Unemployment Insurance
- Americans with Disabilities Act
- Child Labor
- Federal Guidelines Poster
- State of MO Guidelines Poster

**Training**

- Occupational Supervision
- Leadership
- Customer Service
- Bureau of Apprentice

**Business Assistance**

- What type of Business Assistance?

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**Downsizing of Layoff Assistance**

- Positions affected
- Date affected